Role of DBA in eNTRe

The role of the DBA can be small or large depending on whether he/she is also the NASA NT Rep. If the DBA is not playing the role of NASA NT Rep then there are some very basic steps that he/she must take to get new users set up. After a new person, has registered on the eNTRe Web Page, be it Company NT Rep, NASA Innovator or COTR, the DBA will receive an email with that persons key and 4 character External User Prefix code.

After receiving the email, the DBA must then make sure that a People record exists in TechTracs at the Field Center for which access was requested. After finding the People record the DBA must then enter the four-character External User Prefix code (found in the email message) into the user's People record along with an External User Password. See Figure 1 below.

 Figure 1

The DBA must then send an email message to the user providing them with the password. ***The DBA must not give the user their prefix.**

If the access is for a NASA COTR or a Company NT Rep, the DBA must also set up a keyword for their People record indicating their access level.

The keyword to be used for the NASA COTR is..........*COTR.*
The keyword to be used for the Company NT Rep is...*NT_Rep*.

To enter the keyword, go to the *Contracts & Keywords* page for the concerned People record. Click the + button on the Keywords title bar. When the Keyword Entry for People file box opens, click on the New button and enter the appropriate keyword. See Figure 2 below for reference.

Figure 2

The People record should already exist in TechTracS for these users since they should be set up as Contacts in the Contract_Grant table. If there are multiple People records for one individual, the People records must be consolidated.

In order to consolidate a People record, query the records that have the same last name. After examining each record and confirming which ones are duplicates, select the one record that will become the master record. See Figure 3 below.

Figure 3

Go to the *Enter* menu and select *Batch Update Routines*... The batch routine window will be displayed. Select *Consolidate Duplicates* and click Ok. See Figure 4 on the next page.

Choose a Batch Routine...

Consolidate Duplicates
Create New Keyword...
Expertise Entry
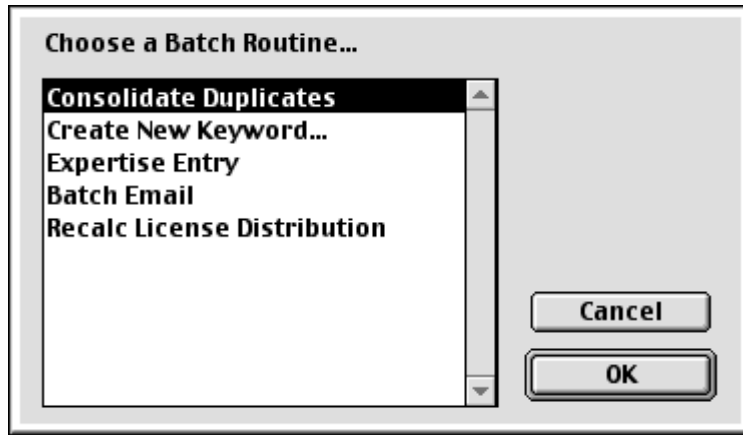**Batch Email**
Recalc License Distribution

Cancel

OK

Figure 4

If the corresponding People record does not exist in the TechTracs ([People]) table, several issues arise.

If the user requesting access is an innovator, then it is legitimate and the DBA should go ahead and create a new People record for that user.

However, if the user requesting access is a NASA COTR or a Company New Tech Rep and there is no corresponding People record, the DBA must inquire about the validity of the request and confirm the validity of the request and user. After a close investigation, the DBA can then decide whether to create a People record or not.